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Interagency Agreement Economy Act Order

The following lines need to be completed by the Federal Civil Agency (FCA) to establish an Interagency Agreement Economy Act order with DRMS-RF for turning in excess property to the DRMS.

DRMO or DRMO'S to accept turn-ins: _____

Turn-in Agency _____

Agency Automatic Address Code (AAC) _____

Agency Location Code (ALC) _____

Address: _____

Name and Title: _____

Signature of Turn-in Agent: _____

Telephone Number: _____

E-Mail Address: _____

Mailing Address of Agency Accounting Unit of Comptroller that will set up Treasury approval for DRMS (ALC) 00006551 to bill their account.

Accounting Agency Address: _____

Name and Title: _____

Telephone Number: _____

E-Mail Address: _____

CERTIFICATION OF AVAILABILITY FOR PURPOSE:

I am authorized to sign this statement; further, I certify funds are properly chargeable for the purpose cited and have been allocated for this purpose.

Signature and Date: _____

After completion fax copy to DRMS-RF (616) 961-5913, or call first either of these two numbers to Bruce Rohrer (616) 961-5638 or Manny Ozuna (616) 961-5818 and fax numbers (616) 961-5868 or (616) 961-5828.

SUPPORT AGREEMENT			
1. AGREEMENT NUMBER <i>(Provided by Supplier)</i>	2. SUPERSEDED AGREEMENT NO. <i>(If this replaces another agreement)</i>	3. EFFECTIVE DATE (YYYYMMDD)	4. EXPIRATION DATE <i>(May be "Indefinite")</i>
5. SUPPLYING ACTIVITY		6. RECEIVING ACTIVITY	
a. NAME AND ADDRESS Defense Reutilization and Marketing Service 74 Washington Avenue North, Suite 6 Battle Creek, MI 49017-3092		a. NAME AND ADDRESS	
b. MAJOR COMMAND Defense Logistics Agency		b. MAJOR COMMAND	
7. SUPPORT PROVIDED BY SUPPLIER			
a. SUPPORT <i>(Specify what, when, where, and how much)</i>		b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
Usable property turn-ins DRMO turn-ins Property retained in place Scrap turn-ins Hazardous property (lbs.) Abandonment or Destruction (lbs.) Demilitarization Reutilization Sales (per sales item) Sales item (receipt in-place) Procurement Services - actual costs as described in the MOA		\$ 96.36 58.61 .06 .22 .02 191.78 .02 135.00 28.00	100 % 100 % 100 % 100 % 100 % 100 % 100 % 100 %
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input type="checkbox"/> YES		<input type="checkbox"/> NO	
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE	b. DATE SIGNED	a. COMPTROLLER SIGNATURE	b. DATE SIGNED
c. APPROVING AUTHORITY		c. APPROVING AUTHORITY	
(1) TYPED NAME		(1) TYPED NAME	
(2) ORGANIZATION	(3) TELEPHONE NUMBER	(2) ORGANIZATION	(3) TELEPHONE NUMBER
(4) SIGNATURE	(5) DATE SIGNED	(4) SIGNATURE	(5) DATE SIGNED
10. TERMINATION <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	c. APPROVING AUTHORITY SIGNATURE	d. DATE SIGNED

11. GENERAL PROVISIONS	<i>(Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)</i>
<p>a. The receiving components will provide the supplying component projections of requested support. <i>(Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)</i></p> <p>b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of <u>the individual named in block 9c1</u> prior to changing or cancelling support.</p> <p>c. The component providing reimbursable support in this agreement will submit statements of costs to: <u>the individual named in block 9a</u></p> <p>d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.</p> <p>e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.</p> <p>f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.</p>	
ADDITIONAL GENERAL PROVISIONS ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. SPECIFIC PROVISIONS	<i>(As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)</i>
ADDITIONAL SPECIFIC PROVISIONS ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

13. ADDITIONAL PROVISIONS *(Use this space to continue general and/or specific provisions, as needed.)*

**MEMORANDUM OF AGREEMENT
BETWEEN THE
DEFENSE REUTILIZATION AND MARKETING SERVICE
AND THE
[REPLACE WITH THE FEDERAL CIVIL AGENCY'S NAME]**

- Will Utilize DoD standard procedures for turn-in, receipt and handling of _____ excess property, utilizing the Form 1348-1A or 1348-2, Disposal Turn-In Document (DTID).

Identify _____ property using officially assigned federal Agency Address Code (AAC). The first position of the AAC begins with 1 – 9 or G. **PURPOSE:** To establish an agreement between the Defense Reutilization and Marketing Service, herein after referred to as (DRMS), the supplying agency and _____, herein after referred to as (), the receiving agency, for the disposal services of the receiver's excess property, on a reimbursable basis.

AUTHORITY: This intragovernmental agreement is entered into pursuant to Title 31 United States Code (USC) Section 1535 and Department of Defense Instruction, DoD-I, 4000.19, Interservice and Intergovernmental Support. Authority to execute this agreement on behalf of the agencies to this agreement is vested in the respective Heads of both agencies, or by their designated representatives. The _____ has made all the necessary determinations required by 31 USC Section 1535. Authority of the DRMS to provide disposal services resides in the DoD 4160.21-M, Defense Materiel Disposition Manual, Chapter I, Paragraph B1, Scope and Applicability. This agreement will become official and effective on the date of the DRMS signature shown on the attached DD Form 1144, "Support Agreement" which will be signed at the appropriate level. Recurring costs will also be documented on the DD Form 1144.

REFERENCES:

- Federal Property Management Regulation, CFR 41, Chapter 101.
- Department of Defense (DoD) Manual, DoD 4160.21-M, Defense Materiel Disposition Manual.
- DoD 4160.21-M-1, Defense Demilitarization Manual
- DoD 4000.25-1-M, Military Standard Requisition and Issue Procedures (MILSTRIP)
- DRMS-I 4160.14, DRMS Operating Procedures, as outlined in this Memorandum.
- Federal Acquisition Regulation, current edition
- DoD 7000.14, Financial Management Regulation, Volume 11

PROVISIONS:

_____ personal property will be processed through the DRMS system in the same manner as DoD property; however, DRMOs will reserve the right to refuse any turn-in due to workload/resource constraints if support would seriously impair the DLA mission for DoD.

Reimbursement. Reimbursement for services will be based on the DRMS Transaction Activity Billing (TAB) rates. These rates are available on the DRMS web site at <http://www.drms.dla.mil/turn-in>. A billing process overview is attached hereto. The DRMS will bill and the _____ agrees to pay all costs for services rendered. Contract line item number (CLIN) and administrative and services costs will be billed quarterly.

DoD standard turn-in procedures, as outlined in DoD 4000.25-M-1 and DoD 4160.21-M, will be used. This information can also be obtained on the DRMS web site under Generator/Installation,

Generator Turn-ins (<http://www.drms.dla.mil/turn-in/>). Advance notification of turn-in to Defense Logistics Agency (DLA) Defense Reutilization and Marketing Offices (DRMOs) will be required. Property shall normally be turned in as individual line items; however, batch lotting by Federal Supply Class (FSC) of items with a combined acquisition value of up to \$800.00 is permitted.

DRMOs may not accept (either physically or on its account) property exempt from turn-in by DoD activities according to DoD 4160.21-M, Chapter 3.

DRMS will provide hazardous waste disposal contract support pursuant to the provisions of the Federal Acquisition Regulations; and demil-required disposal support pursuant to the provisions of DoD 4160.21-M-1.

DEFINITIONS:

Accountability: The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control, while the person who has possession is responsible for custody, care and safekeeping. A signed receipt copy by DRMO of the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID) is the point at which accountability for FCA hazardous property is transferred to the DRMO.

Batchlot: A container (standard tri-wall, box pallet, etc.) of property assigned the same FSC. Batchlots may not have a combined acquisition value of more than \$800.

Clean Air Act (CAA): A law enacted by Congress authorizing the regulation of chemicals, Ozone Depleting Substances and other air pollutants.

Classified Material: An item, which must be protected from unauthorized disclosure in the interest of national security. Items of this nature are assigned a security classification. Applicable standards of handling, storage, and dissemination shall be applied.

Custody: Immediate charge, and control for the protection and safekeeping of personal property located in the custodian's physical barriers.

Disposal Turn-In Document: The DD Form 1348-1A or DD Form 1348-2, which is utilized for all property turn-ins, regardless whether the property is physically turned in to the DRMO, or whether the property is stored at the FCA.

Excess Personal Property: Any personal property under the control of any Federal agency, which is not required for its needs, and the discharge of its responsibilities, as determined by the head thereof.

Federal Civil Agency (FCA): Any non-defense executive agency or any establishment in the legislative or judicial branch of the Government except the Senate, the House of Representatives, and The Architect of the Capitol and any activities under his direction. The term FCA, in this document, refers to the receiver of the disposal service.

Foreign Excess Personal Property: Excess personal property located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and Virgin Islands. For purposes of this agreement, the Trust Territory of the Pacific Islands is defined to include Palau and the former areas of the Federated States of Micronesia and the Marshall Islands.

Hazardous Material (HM):

a. Any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All hazardous materials appear in the Hazardous Material Table (HMT) found at 49 CFR 172.101.

b. Any item identified as HM by the Occupational Safety and Health Administration (OSHA), the Toxic Substances Control Act (TSCA), or by any other Federal, State or local agency or regulation.

Hazardous Substance (HS):

a. Any HM that requires a report to the National Response Center when spilled. A list of reportable quantities can be found at 40 CFR 302.4 and 49 CFR 172.101, Appendix A.

b. For identification purposes during transportation, a HS is further defined as a material, including mixtures and solutions, that is included in the Appendix to the HMT, found at 49 CFR 172.101, which meets or exceeds the reportable per container quantity listed in the HMT appendix.

Hazardous Waste (HW):

a. Any property that is regulated under the RCRA or state regulation as a hazardous waste. From a practical standpoint, if an EPA/State waste code (40 CFR, Subpart C and Subpart D) can be assigned, then the item is defined as a hazardous waste.

b. Before an item can be classed as a hazardous waste, it must first be a solid waste. A solid waste is defined at 40 CFR Part 261.2 as essentially any discarded material, in any physical state (solid, liquid, gas or combinations).

c. A solid waste, to be hazardous waste, must be listed on one of the four lists found at 40 CFR 261, Subpart D or be a characteristic waste, as found at 40 CFR 261, Subpart C.

Inventory Adjustments: Changes made in inventory quantities and values resulting from inventory recounts and validations.

Line Item: A single line entry on a reporting form (DD Form 1348-1a or DD Form 1348-2), which indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

Personal Property: Any property, except real property, of the Federal Government.

Radioactive material: Any material or combination of materials, which spontaneously emits ionizing radiation.

Resource Conservation and Recovery Act (RCRA): The law that provides for solid waste management of both household and municipal type wastes. Establishes a system for controlling Hazardous Waste from the time it is generated until its ultimate disposal (cradle to grave), as implemented in 40 CFR 260-282.

Responsibility for Property: The obligation of an individual for the proper management, custody, care, and safeguarding of property entrusted to his or her possession or under his or her supervision.

Scrap Property: Material that has no value except for its basic material content.

State Regulated Wastes: If a waste is neither listed, nor exhibits a characteristic (40 CFR 261), an individual state may still regulate it as a hazardous waste. The EPA has provided for states that have a program equivalent to Federal RCRA standards to receive RCRA Authorization. This authorization allows the State to manage the hazardous waste program.

Toxic Substances Control Act (TSCA): The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary. Polychlorinated Biphenyls (PCBs) are regulated by USEPA under TSCA and 40 CFR 761.

Usable Property: Property determined to have value, normally by type of property and classification/condition, for donation, redistribution or sale.

RESPONSIBILITIES:

The DRMS will:

- *Establish accurate accountable records to properly identify _____ property and determine the best method of disposition.*
- *Physically receive excess usable and scrap property, except hazardous materials or waste, unless a written agreement is made for "receipt in place" on a case-by-case basis.*
 - *DRMOs are not authorized to batch FCA property.*
 - *DRMOs may receive FCA-generator batches.*
 - *DRMOs may refuse FCA turn-ins using the same criteria for DoD rejects, e.g., documentation not correctly filled out, property not normally authorized for DRMS disposal, or usable property coded as scrap.*
- *Provide for all methods of disposition that are provided to DoD customers:*
 - *Reutilization screening to DoD agencies, except _____ property will not be made available to those special program organizations, who, because of enabling legislation, may only obtain DoD excess (e.g. HAP, Law Enforcement Support Office, Educational Activities, Regional Equipment, etc.).*
 - *Transfer screening to other federal agencies and donation screening to eligible donees.*
 - *Provide sales service to the general public, either through agency sales service or through commercial venture.*
 - *Resulting proceeds will be deposited to the General Treasury Receipts, 97R2651.*
 - *Provide for _____ hazardous material that fails or is ineligible for Reutilization, Transfer, Donation or Sales to be discarded as a waste via commercial service contract for hazardous materials and wastes.*
 - *Contract Line Items (CLINs) include management services such as testing for identification, cleanup, profiling, sampling, removal, as well as ultimate disposal CLINs.*
 - *Provide CLIN listing(s).*
 - *Provide the Hazardous Waste data residing in the DRMS HW contract database, as needed for RCRA reporting.*
 - *Provide for Abandonment and Destruction (A&D) disposition, in accordance with DoD 4160.21-M, Defense Disposition Manual, Chapter 8.*
 - *Provide for Demanufacturing Support. DRMS will provide contract services at established CLIN rates in the service contract. In the event the property contains any hazardous components that are not covered under the demanufacturing contractor's hazardous waste disposal, the components will be disposed and billed at the UD CLIN rate.*
 - *Demilitarization/Mutilation Support. DRMS will process demilitarization-required property and property, which may require export controls in accordance with DoD regulation. DRMS will provide this service at the TAB rate established. Property requiring demilitarization may be shipped to an alternate location either by DRMS or by _____. These charges are included in the TAB rates.*
- *Bill the _____ through the electronic Intergovernmental Payment and Collections (IPAC) System.*
 - *Administrative costs will be billed quarterly.*

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- *DRMS will bill for established service contract line item numbers (CLINs), which include waste disposal, demanufacturing, and management services monthly.*
- *Adjust the billing rates periodically. The MOA will be modified accordingly.*

The _____ will:

- *Execute an annual Economy Act Order with DRMS Comptroller, to establish financial transactions, which must be renewed on October first, of each year.*
- *Pay for services rendered.*
 - *Two months prior to the Order's expiration, the _____ will notify the DRMS Comptroller whether continued services are desired.*
 - *_____ will continue payments until all property that was received within the fiscal year has been processed, even when the Order has expired.*

NOTE: *If the Order has not been re-established, DRMS will continue to receive property for a period of sixty days.*

- *The _____ agrees to pay at the rates established or re-established and maintain internal procedures to track DTIDs against billings for reconciliation.*
- *Schedule turn-ins with the DRMO and is responsible for delivering the property to DRMOs, both usable and scrap.*
 - *Identify _____ property using officially assigned federal Agency Address Code (AAC). The first position of the AAC begins with 1 - 9 or G.*
 - *The DTID must contain an "XP" funding code in blocks 52 and 53 and a Disposal Authority Code of "F" in position 64.*
 - *Hazardous Property documents must contain the required information found in DoD 4160.21-M, Chapter, 10.*

Note: *The In-Transit Control requirements of DoD 4000.25-M-1 are not applicable to Federal civil agency turn-ins.*

- *Ensure that no radioactive material/waste or other excluded hazardous property is turned-in to the DRMO.*
- *Batch lot property by FSC, with a combined acquisition value of up to \$800 under the rules of generator batch lots, in DoD 4160.21-M, Defense Material Disposition Manual, Chapter 3.*
- *Cover costs associated with substantiated sale contracts claims, if negligence or fault is established.*
- *Follow DRMS-established procedures when inventory discrepancies surface for property that the _____ is designated the custodian. The _____ will research and provide a report of the lost, damaged, or destroyed property. Procedures contained in accordance with DoD 7000.14-R, Vol 12, Ch 7, Financial Liability for Government Property Lost, Damaged, or Destroyed and DRMS-I 4160.14, Vol IV, Chapter 6.*
- *Define disposal service requirements for hazardous waste disposal and provide a yearly estimate of hazardous waste streams that may be generated and placed on DRMS disposal service contracts.*

- *Cover costs associated with substantiated contracts claims, if negligence or fault is established.*
- *Maintain physical custody of Hazardous property.*
- *Provide a designated _____ employee to act as a Contract Officer Technical Representative (COTR) during pickup of hazardous property, and who will be trained and authorized to release _____ property for shipment, including signing shipping documents. (See Department of Transportation (DoT) 49 CFR 172 Subpart H, Training.)*
- *Reimburse DRMS for Abandonment and Destruction-related services.*
- *Continue to turn-in precious metals-bearing property at no charge in support of the DoD Precious Metals Recovery Program (PMRP); however those agreements are not covered in this MOA, but under separate Interservice Support Agreements (ISA).*

LIABILITY PROVISIONS:

Should any DLA hazardous waste disposal contractors' actions on behalf of the _____ result in a notice of potential liability to DLA or the _____ under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. 9601, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. 6901, et seq., or any other provision of Federal or state law, immediate notification will be provided to DRMS or the _____. The _____ retains ultimate liability for hazardous property.

The _____ will be responsible for environmental response costs attributable to _____ generated hazardous property. FCA is considered the "generator" for RCRA reporting purposes.

Early Termination. _____ will be responsible for commitments extending beyond the effective date of termination, which DRMS, in the exercise of due diligence, is unable to cancel.

No provision of this MOA shall be interpreted or construed to require that funds be obligated or paid in violation of the Anti-Deficiency Act, 31 U.S.C. 1341, or any other provisions of law.

RESOLUTION PROCESS:

Using a team approach, any issues requiring resolution will be attempted at the turn-in activity and DRMO level. Disputes that cannot be resolved will be elevated to the next corresponding level of the _____ and the DRMS National Directorate or International Command. If necessary, alternative dispute resolution (ADR) will be used for especially troublesome disputes.

MODIFICATIONS AND TERMINATION:

This agreement can be supplemented upon agreement of both parties. Execution of a modification must be signed by both agencies. Minor changes, not affecting costs, can be annotated on the DD Form 1144.

This MOA shall remain in full force and effect for a period of two years from the last date on the DD Form 1144. This MOA may be terminated by either party giving a 180-day termination notice to the other. During that period, the FCA agrees to reimburse services rendered and pay rates indicated on the DD Form 1144 for property accepted.

See DD Form 1144 for signatures

FCA Billing Overview
(See DRMS Web Site –[http:// www.drms.dla.mil/turn-in](http://www.drms.dla.mil/turn-in))

When an Economy Act Order is established and property is turned in the appropriate FCA will be billed the transaction activity based (TAB) rate based on the required processing, e.g.,

- If the property is classified as usable, the charge will be the usable turn in rate for property either taken to the DRMO or turned in as a “receipt-in-place”. No other charges will be applied if the property is disposed of through RTD.*
- If the property is sold, the sales charges will be applied, dependent on whether they are sold in place or sold after being taken to the DRMO.*
- If the property is turned in as scrap or downgraded to scrap no other charges will be applied, unless it goes through the demanufacturing contractor and the property has some hazardous components that are not covered under the demanufacturing contractor's hazardous waste disposal. The components will be disposed and billed at the actual ultimate disposal contract line item number (CLIN) and the hazardous TAB rate.*
- When hazardous property is turned in the initial charge will be the usable/scrap turn-in charge, followed by the actual hazardous disposal costs (CLIN) and the hazardous TAB rates.*
- If property requires abandonment and/or destruction (A&D), the charge will be the usable turn-in rate followed by A&D TAB rate.*
- If the property requires demilitarization/mutilation, the initial usable/scrap turn-in rates will be applied followed by the associated DEMIL TAB rate.*

INSPECTION SCHEDULE FOR HAZARDOUS PROPERTY (GENERAL)

Area/Equipment	Specific Item	Types of Problems	Frequency of Inspection
Safety and Emergency Equipment	Standard Industrial Absorbents (e.g., Sorb-all, vermiculite)	Out of Stock, saturated with water	Weekly
	Spare containers and salvage drums	Corrosion, structural damage	Weekly
	Emergency shower and eyewash	Water pressure, leaking	Weekly
	Face shields and goggles	Broken or dirty	Weekly
	Fire blankets	Torn, worn, missing	Weekly
	Ventilation system	Not operating	Weekly
	Protective clothing (impermeable full body coveralls, gloves and foot coverings)	Holes, worn	Weekly *
	Shovel (nonsparking)	Missing, damaged	Weekly
	Bung wrench (nonsparking)	Missing, damaged	Weekly
	Push broom	Missing, damaged	Weekly
	Fire extinguishers	Need recharging, missing, unmarked, wrong type	Monthly
	Fire alarm system	Not operating	Monthly
	Telephone system	Not operating	Monthly
	First aid equipment and supplies	Items out of stock, not sterile, inoperative	Monthly

 * Daily when in use

Table F-1 (Continued)

Area/Equipment	Specific Item	Types of Problems	Frequency of Inspection
Container Storage Area	Container placement and stacking	Insufficient aisle space, height of stacks excessive	Weekly
	Sealing of containers	Open lids	Weekly
	Labeling of containers	Improper identification; data missing; label missing, not intact, or not readable	Weekly
	Containers	Corrosion, leakage, structural defects	Weekly*
	Segregation of incompatible wastes	Storage of incompatible wastes in same area	Weekly
	Pallets	Damaged (e.g., broken wood, warping, nails missing)	Weekly
	Loading/unloading areas, valves	Leaks, incorrect position, spots indicating spills	Weekly*
	General debris and refuse	Aesthetics, possible reaction with leaks	Weekly
	Containment area coating/sealant	Cracks, worn spots presence of accumulated liquids	Weekly *

* Daily when in use

Table F-1 (Continued)

Area/Equipment	Specific Item	Types of Problems	Frequency of Inspection
Security devices	Signs	Illegible	Weekly
	Container storage building doors, locks	Locks missing, signs of tampering, unlocked	Weekly
	Lighting	Burned out	Weekly
Building/load/unload area	Bases or foundation, ramps, containment trenches, roof, walls	Structural integrity; e.g., erosion, uneven settlement, cracks and spalling in concrete	Yearly
		Leaks from roof/wall, wet spots on floor	Initially, after storms, after completion, then yearly
	Wet spots from leaking containers		Weekly *
Warning siren	Siren not operating		Weekly
Mobile Equipment	Brakes	Worn pads, rotors	Prior to each use
	Hydraulics	Leaking	Weekly
	Lights-running/emergency	Burned out	Prior to each use
	Horns/sirens	Inoperative	During use

* Daily when in use

Table F-1. (Continued)

Area/Equipment	Specific Item	Frequency Types of Problems	of Inspection
Mobile Equipment	Battery	Inoperative, low water level	Weekly
	Hydraulic oil level	Low level, leaks	Weekly
	Lubrication	Low level	Weekly
	Tire condition	Worn, low pressure	Weekly
	Safety equipment Weekly	Inoperative	
	General condition	Deficiencies	Weekly
	Instruments	Inoperative	Weekly
	Shutdown precautions	Incorrectly performed	Weekly
	MHE drum lifter/handler	Missing, inoperative	Weekly

 * Daily when in use

SAMPLE RUBBER STAMP
(See Chapter 2, Section 1, Paragraph B.C.)

D.C. "X" DOCUMENTATION	
<hr/>	
DOES NOT MEET GOVT. SPECS	
<hr/>	
COST TO REPAIR EXCEEDS 65%	
<hr/>	
REPAIRS APPARENT/COST UNKNOWN	
<hr/>	
OTHER	

NON-TECHNICAL FSCs

(See Chapter 1, Paragraph D6d)

Following is a list of FSCs which could qualify as "Non-Technical" and could qualify for changing of supply condition code by DRMO.

<u>FSC</u>	<u>DESCRIPTION</u>
5140	Tool and hardware boxes
7105	Household furniture
7110	Office furniture
7125	Cabinets, lockers, bins and shelving
7330	Kitchen hand tools and utensils
7340	Cutlery and flatware
7350	Tableware
7810	Athletic and sporting equipment
7920	Brooms, brushes, mops and sponges
8020	Paint and artists' brushes
8105	Bags and sacks
8130	Reels and spools
8405	Outerwear, men's
8410	Outerwear, women's
8420	Underwear and nightwear, men's
8440	Hosiery, handwear and clothing accessories, men's
8445	Hosiery, handwear and clothing accessories, women's
8450	Children's and infant's apparel and accessories
8460	Foot lockers, brief cases, trunks and suitcases
8540	Toiletry paper products

NOTE: There are other FSCs in which a portion of the property listed may qualify as "non-technical", however, due to the presence of one or more items of a technical nature, the FSC is not listed above. FSC determinations are based on the description(s) contained by FSC from the cataloging handbook H2-1, Federal Supply Classification, Part 1, Groups and Classes, Jan 91.

PROCEDURES FOR POLYCHLORINATED BIPHENYL (PCB)

DECONTAMINATION OF MM CONTAINING 50 PPM

(See Chapter 8, Paragraph 53)

Personnel involved in the PCB decontamination process shall be provided employee training in the safe handling and proper protection of PCBs.

Disposal protective clothing (overalls, boots and gloves), made of materials impermeable to PCBs, shall be worn by all personnel involved in the PCB decontamination process, in accordance with CFR 1910.132 and 20 CFR 1910.133.

All smoking, eating, or drinking in the workplace where PCB decontamination takes place, is prohibited.

Move the contaminated machine to the decontamination area and check to determine the amount of hydraulic and cutting fluid in the system.

Hook up the machine at required power.

Drain all existing hydraulic and cutting fluid from the machine and place into a drum labeled "PCB Hydraulic Oil or Cutting Fluid." All fluid shall be stored and disposed of pursuant to 40 CFR Part 761.

The hydraulic and cutting fluid reservoirs of the machine are filled approximately one quarter full with uncontaminated solvent. This solvent is then circulated through all lines and reservoirs.

The first rinse of solvent is drained from the machine and placed in a drum labeled "PCB Solvent," and a second amount of solvent is then flushed through the lines and reservoirs.

Following the draining of this second amount of solvent into the solvent drum, a third amount of solvent is flushed through the machine.

Once the solvent from the third rinse has been drained from the machine, an amount of uncontaminated hydraulic and cutting fluid is flushed through the machine. The reason for this final flush with hydraulic and cutting fluid is to remove any excess solvent and preserve the internal portions of the machine such as seals, bare metal surfaces, etc.

Drain the hydraulic and cutting fluid from all lines and reservoirs on the machine and wipe up all excess oil.

Once all decontamination actions have been completed on the machine, it is then returned to storage, processed into the maintenance shop or shipped to a customer. The historical records for each item shall be properly annotated. One copy shall be maintained by DLA for 3 years; one copy shall be transferred with the equipment when sold.

Following decontamination of IPE, all hydraulic oil, cutting fluid, solvent and protective clothing used shall be stored according to 40 CFR Part 761.65. In addition, the hydraulic fluid, cutting fluid, and solvent which are generated shall be disposed of regardless of PCB contamination, according to 761.60 (a).

Reusable pans and equipment which are contaminated as a result of decontamination activities, shall be decontaminated using the double wash rinse procedure to prevent the risk of further contamination. PCB contaminated on-liquids (soil, rags and debris) shall be disposed of pursuant to 761.60 (a) (4).

After removing protective work clothing and before changing to street clothing, all personnel involved in PCB decontamination must shower with soap and water.

STATE HEALTH AGENCIES
(For Bedding and Upholstered Furniture Information)
(See Chapter 4, Paragraph B6)

ALABAMA

No need to notify.

ALASKA

Chief
Environmental Health Section
Division of Public Health
Department of Health and Social Services
Pouch H 01
Juneau, Alaska 99811

ARIZONA

Director
Arizona Department of Health Services
Bureau of Sanitation, Bedding Section
411 North 24th Street
Phoenix, Arizona 85008

ARKANSAS

No need to notify.

CALIFORNIA

Chief
Bureau of Home Furnishings
State of California
Department of Consumer Affairs
3485 Orange Grove Avenue
Sacramento, California 95660

COLORADO

No need to notify.

CONNECTICUT

Department of Consumer Protection
Product Safety Division
165 Capitol Avenue
Hartford, Connecticut 06115

IOWA

No need to notify.

DELAWARE

Chief
Bureau of Environmental Health
Department of Health and Social Services
Division of Public Health
Post Office Box 637
Dover, Delaware 19901

DISTRICT OF COLUMBIA

No need to notify.

FLORIDA

No need to notify.

GEORGIA

Director
Consumer Protection Field Forces
Georgia Department of Agriculture
19 Martin Luther King Drive
Atlanta, Georgia 30334

HAWAII

Chief
Sanitation Branch
State Department of Health
Honolulu, Hawaii 96813

IDAHO

No need to notify.

ILLINOIS

No need to notify.

INDIANA

Supervisor
Sanitary Bedding Section
Division of Weights and Measures
Indiana State Board of Health
1330 West Michigan Street
Indianapolis, Indiana 46206

KANSAS

No need to notify.

DRMS-I 4160.14, Volume II, Supplement 1
KENTUCKY

Commissioner
Environmental Sanitation Branch
Division of consumer Health Protection
Health Services Building
275 East Main Street
Frankfort, Kentucky 40601

LOUISIANA

Director
Bedding and Upholstered Furniture
Division
Louisiana Health and Human Resources
Administration
Post Office Box 60630
New Orleans, Louisiana 70160

MAINE

Director
Department of Manpower Affairs
Maine Bureau of Labor
State Office Building
Augusta, Maine 04333

MARYLAND

No need to notify.

MASSACHUSETTS

No need to notify.

MICHIGAN

No need to notify.

MINNESOTA

Chief
Section of Hotels, Resorts and Restaurants
Minnesota Department of Health
77 SE Delaware Street
Minneapolis, Minnesota 55440

MISSISSIPPI

No need to notify.

MISSOURI

NORTH CAROLINA

Chief

Director
Bureau of Community Sanitation
Department of Social Services
Missouri Division of Health
Broadway State Office Building
Post Office Box 570
Jefferson City, Missouri 65101

MONTANA

Director
Food Consumer Safety Bureau
Environmental Sciences Division
Montana Department of Health and
Environmental Science
Helena, Montana 59620

NEBRASKA

No need to notify.

NEVADA

No need to notify.

NEW HAMPSHIRE

No need to notify.

NEW JERSEY

Director
Division of Environmental Health
New Jersey State Department of Health
and Social Services
John Fitch Plaza
Post Office Box 1540
Trenton, New Jersey 08625

NEW MEXICO

No need to notify.

NEW YORK

Director
Division of Licensing Services
Department of State
270 Broadway
New York, NY 10007

Public Health Pest Management Section
Division of Health Services
North Carolina Department of Human
Resources
Post Office Box 27687
Raleigh, North Carolina 27611-7687

NORTH DAKOTA

No need to notify.

OHIO

Chief
Department of Industrial Relations
Division of Bedding and Upholstered
Furniture Inspection
Post Office Box 825
Columbus, Ohio 43216

OKLAHOMA

Bedding Section
Oklahoma State Department of Health
Post Office Box 53551
Oklahoma City, Oklahoma 73152

OREGON

No need to notify.

PENNSYLVANIA

Chief
Division of Bedding and Upholstery
Department of Labor and Industry
Seventh & Forster Streets
Harrisburg, Pennsylvania 17120

PUERTO RICO

Director
Program of Environmental Health
Puerto Rico Department of Health
Ponce de Leon Avenue 1306
Box 9342, Santurce, Puerto Rico 00908

RHODE ISLAND

No need to notify.

SOUTH CAROLINA

No need to notify.

SOUTH DAKOTA

No need to notify.

TENNESSEE

No need to notify.

TEXAS

Director

UTAH

Department of Agriculture
Bedding, Upholstered Furniture,
and Quilted Clothing Sections
147 North 200 West
Salt Lake City, Utah 84103

VERMONT

No need to notify.

VIRGINIA

Supervisor
Bedding & Upholstered Furniture
Department of Health
109 Governor Street
Richmond, Virginia 23219

VIRGIN ISLANDS

Director
Division of Environmental Health
Virgin Islands Department of Health
Post Office Box 1442
Charlotte Amalie, Virgin Islands 08801

WASHINGTON

No need to notify.

WEST VIRGINIA

Director
Consumer Protection
West Virginia Department of Labor
State Capitol
1800 Washington Street East
Charleston, West Virginia 25305

WISCONSIN

No need to notify.

WYOMING

Manager
Consumer & Compliance Division
2219 Carey Avenue
Cheyenne, Wyoming 82002

**DISPOSAL TALLY IN SHEET
(CAN BE USED FOR SCRAP OR USABLE)**

DIC CC 1-3	RIC TO CC 4-6	SHC CC 7	SCL/SCT CC 8-10	CODE CC 11-13	TOTAL QTY CC 23-29	DTID CC 30-43 (44)			
A/A CC 45-46	OVERRIDE CC 47-48	SITE CC 49-50	LOCATION CC 51-59			REIMB CODE CC 62	RECEIPT DATE (JULIAN) CC 63-66	RIC FROM CC 67-69	DEMIL CODE CC 70

WEEKLY QUANTITY ACCUMULATION (SCRAP)

DIC CC 1-3	RIC TO CC 4-6	SHC CC 7	SCRAP CODE CC 11-13	TOTAL QUANTITY CC 23-29		DTID CC 30-43 (44)			
A/A CC 45-46	OVERRIDE CC 47-48	SITE CC 49-50	LOCATION CC 51-59		REIMB CODE CC 62	RECEIPT DATE (JULIAN) CC 63-66	RIC FROM CC 67-69	DEMIL CODE CC 70	

WEEKLY QUANTITY ACCUMULATION (USABLE)

WEEK	DESCRIPTION	RECEIVED BY (SIGNATURE)

**TALLY IN FOR
USABLE PROPERTY**

DIC cc 1-3	RIC TO cc 4-6	SHC cc 7	CODE cc 11-13	TOTAL QTY cc 23-29	DTID cc 30-43 (44)
A/A cc 45-46	OVERRIDE cc 47-48	SITE cc 49-50	LOCATION cc 51-59	RECEIPT DATE (Julian) cc 63-66	RIC FROM cc 67-69

WEEKLY QUANTITY ACCUMULATION

WEEK	DESCRIPTION	RECEIVED BY (SIGNATURE)

DRMS FORM ____